

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Safekeeping of Patient Valuables	
Policy Number: CTP 15	Standards/Statutes: ARM 37.27.121.130
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To provide safekeeping of patient valuables.

POLICY: If a patient arrives at MCDC with valuables and he/she requests safekeeping for such items, MCDC will provide safekeeping during their stay.

PROCEDURE:

- I. The nursing staff will manage a patient's request to have valuables placed in safekeeping. Valuables may include such items as money, credit cards, and jewelry.
- II. In the presence of the patient, the nurse will complete an accurate inventory of the valuables and list the inventory on the outside of the security envelope. The item(s) will be immediately placed in the envelope and the envelope sealed.
- III. The envelope will be signed and dated by both the employee and the patient. The envelope stub will be detached and given to the patient. The patient is instructed that they must present the stub to get belongings out of the safekeeping.
- IV. The nurse will immediately place the envelope in locked storage and record the transaction in the security envelope logbook.
- V. If during their stay, a patient requests to remove part of the stored valuables, they may do so by coming the Medical Treatment Unit during assigned times of 11:00 a.m. and 3:30 p.m. and present the security stub to the nurse. The charge nurse is only person who has the key to the locked storage. The nurse will remove the correct envelope from locked storage and in the presence of the patient, the envelope will be opened and the items will be inventoried to make sure what is written on the envelope coordinates with what is in the envelope. The nurse will remove what the patient requests and make a notation on the security envelope of what was removed and what the

- VI. If the patient removes all contents of the envelope, the nurse will make a notation to that fact on the envelope and the nurse and the patient will date and sign the envelope. The empty envelope will be placed in the patient's chart as a part of the permanent record. The nurse will record in the security logbook that the envelope was removed from the locked storage.
- VII. MCDC will only allow an amount of \$300 or less to be stored on premise. If a patient is admitted and is in possession of an amount exceeding this, on the next business day MCDC will transport the patient to a Butte bank of their choice to open up a savings account and safe keep the money.
- VIII. If at the time of admission a patient presents with cash exceeding twenty dollars and the patient is intoxicated: to prevent the possibility of the valuables being lost or stolen, the nurse may, depending on the level of intoxication, make the decision to place the patient's money in safekeeping. The procedure as described above will be followed except it will take place in the presence of two staff members instead of in front of a staff and the patient. When the patient becomes oriented, the nurse will explain to the patient where their money is and return it to the patient.
- IX. In the event that a patient leaves MCDC without first retrieving their money/valuables, MCDC will attempt to contact the patient to arrange to return the money/valuables to the patient. After 90 days, money will be deposited into a facility revenue account, credit cards will be destroyed, and valuable items will be donated to a local charity.

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Approved By: _____ 01/01/02
David J. Peshek, Administrator Date